



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** **QUALITY ASSURANCE MANAGER** (\*Provisional Appointment)

**SALARY:** \$58,330 - \$75,222 Annually

**LOCATION:** Monroe Community Hospital

### **JOB SUMMARY:**

This is a management position responsible for coordinating the quality assurance program for Monroe Community Hospital. Quality assurance involves all hospital functions such as patient care, equipment, confidentiality issues, and customer satisfaction, among others. Work involves providing technical assistance to hospital staff to assist them in meeting quality assurance objectives. The incumbent reports directly to and works under general supervision of the Deputy Director of Monroe Community Hospital or other higher level staff members. General supervision may be exercised over a subordinate staff. Does related work as required.

### **In order to perform the duties of this position, an applicant should possess or be able to:**

- Thorough knowledge of the principles and practices of modern nursing and patient care techniques;
- Thorough knowledge of regulations and guidelines established by State, Federal, Joint Committee on the Accreditation of Hospitals, and other regulatory agencies regarding appropriate care for patients;
- Ability to develop and implement a quality assurance and performance improvement program;
- Ability to conduct studies, and analyze data;
- Ability to communicate well orally and in writing;
- Ability to establish and maintain effective professional relationships;
- Ability to establish and maintain files of quality assurance and performance improvement data;
- Professionalism;
- Good judgment;
- Physical condition commensurate with the demands of the position

### **MINIMUM QUALIFICATIONS (PENDING):**

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Nursing, plus: one (1) year of paid full-time or its part-time equivalent clinical nursing or quality assurance experience in a hospital or long term care setting; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Nursing, plus: three (3) years of paid full-time or its part-time equivalent clinical nursing or quality assurance experience in a hospital or long term care setting; OR,
- (C) Any equivalent combination of education and experience as defined by the limits of (A) and (B) above.

### **SPECIAL REQUIREMENT(S):**

Possession of a New York State license as a Registered Nurse at time of appointment.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Applications must be filled out in their entirety and can be downloaded from [www.monroehosp.org](http://www.monroehosp.org) or obtained from the **Monroe Community Hospital, Human Resources Office, 435 E. Henrietta Road, Rochester, NY 14620.**

**Posting Deadline:** July 1, 2013

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent appointment.

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PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

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